

PARUL UNIVERSITY
FACULTY OF ARTS
B.A Summer 2018 – 19 Examination

Semester: 5
Subject Code: 15193301
Subject Name: Enhancing Employability Skills-1

Date:14/05/2019
Time:02:00pm to 04:30pm
Total Marks: 60

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Do as directed.

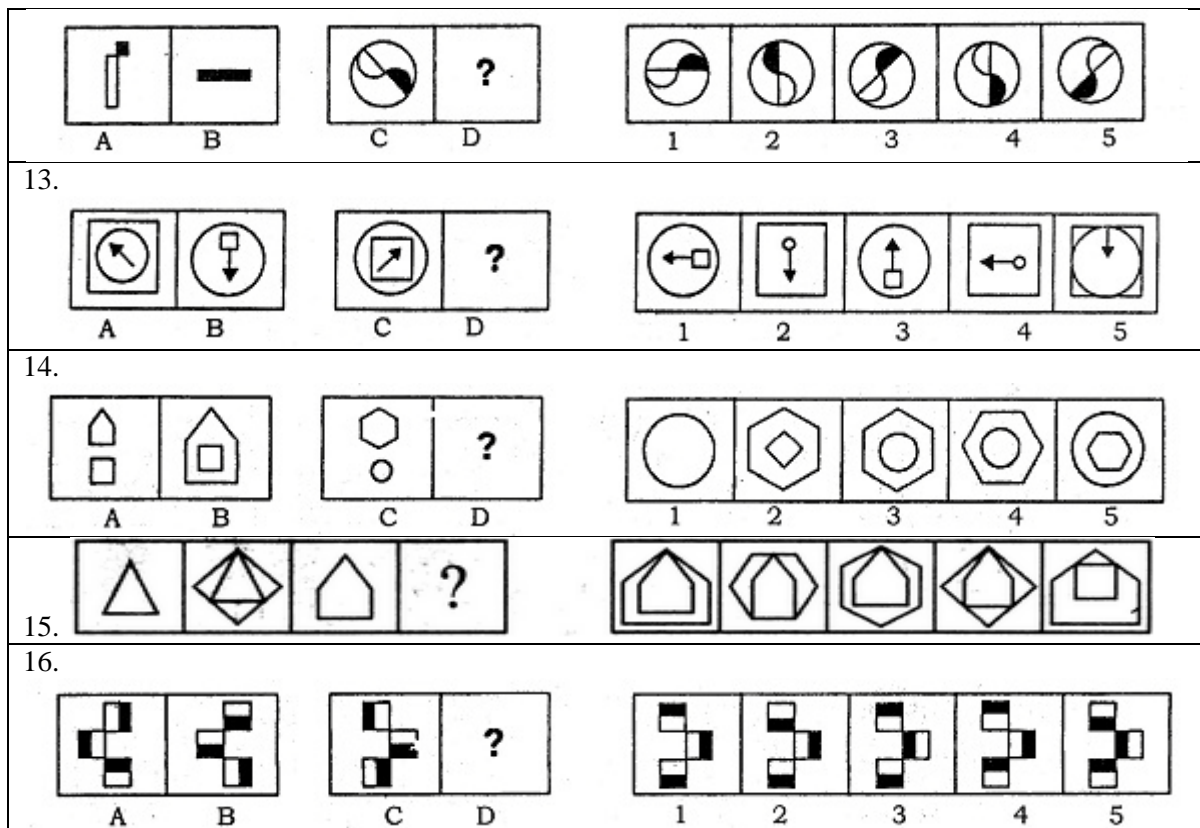
(08)

A. Questions 1-8 consist of two words which have a certain relationship to each other followed by four pairs of related words. Select the pair which has the same relationship:

1. scientist : experiment :: _____ : play	
a. beaker	b. rehearsal
c. actor	d. lab
2. gravity: pull ::	
a. iron: metal	b. north pole: directions
c. magnetism: attraction	d. dust: desert
3. halve : divide :: _____ : tear	
a. pare	b. half
c. rip	d. scour
4. _____ : play :: sing : anthem	
a. act	b. theatre
c. scene	d. fiels
5. _____ : speak :: roam : walk	
a. path	b. silent
c. write	d. babble
6. lightweight : _____ :: sedan : car	
a. beam	b. boxer
c. heavyweight	d. traffic
7. _____ : plant :: stable : horse	
a. cow	b. unstable
c. oat	d. nursery
8. doze : sleep :: tiptoe : _____	
a. walk	b. shelf
c. flat	d. swim

For questions 9-16, select a suitable figure from the Answer Figures that would replace the question mark (?). The Question figures are on the left side and the Answer figures are on the right.

9.		
10.		
11.		
12.		



B. State whether the following statements are True or False:

(07)

1. Being effective is the same as being busy.
2. Failing to manage your time effectively can give you a better professional reputation.
3. Writing a personal diary is an example of solo vocal communication.
4. An entrepreneur does not need a mentor who will help to look at problems differently.
5. A good teacher is one who teaches a student how to solve a problem rather than solving the problem for him.
6. In the case of intrapersonal communication the information shared is vulnerable.
7. Interpersonal communication doesn't require any media to be used.

Q.2 Answer the following.

- A. State the importance of setting goals. (04)
 - B. State the difference between Interpersonal and Intrapersonal Communication. (04)
 - C. Explain the meaning and types of portfolios. (04)
- OR**
- C. Draw and explain the Time Management Matrix. (04)

Q.3 Answer the following.

- A. Discuss the Do's and Don'ts of a Group Discussion. (05)
- B. What is success? Explain the difference between inner and outer success using examples. (05)
- C. You are a part of the chief coordinator's team in the youth festival of your university. The date for a particular event has been revised from 21st to 25th of April. Write an email with a minimum of 70 words and a maximum of 100 words to the students in the University informing the same. (05)

OR

- C. As a student representative of your college, write an email to the Principal of Atlantic Institute of Arts, Prof. Abhishek Kukdeja, inviting his institute to participate in the Youth Festival being organized in your college. (05)

Q.4

- A. As a fresher applying for a job for the first time, write your resume. (06)
- B. Select the correct answer from the options given below for questions of Direction Sense: (06)

1. A man walks 2 km towards North. Then he turns to East and walks 10 km. After this he turns to North and walks 3 km. Again he turns towards East and walks 2 km. How far is he from the starting point?	
a. 10 km	b. 15 km
c. 12 km	d. 13 km
2. K is 40 m South-West of L. If M is 40 m South-East of L, then M is in which direction of K?	
a. South	b. West

c. North East	d. East
3. X started to walk straight towards south. After walking 5 m he turned to the left and walked 3 m. After this he turned to the right and walked 5 m Now to which direction X is facing?	
a. North-East	b. South
c. North	d. South-West
4. Matt walks 5 km towards East and then turns left and walks 6 km. Again he turns right and walks 9 km. Finally he turns to his right and walks 6 km. How far is he from the starting point?	
a. 26 km	b. 21 km
c. 14 km	d. 9 km
5. A man walks 5 km toward south and then turns to the right. After walking 3 km he turns to the left and walks 5 km. Now in which direction is he from the starting place?	
a. west	b. south
c. north-east	d. South- West
6. X started to walk straight towards south. After walking 5 m he turned to the left and walked 3 m. After this he turned to the right and walked 5 m Now to which direction X is facing?	
a. North-East	b. South
c. North	d. South- West

C. Read the following passage and answer the questions that follow:

(06)

Lee is an 11th grade student in a good school. He is smart, popular, and planning on going to a good college. He will likely be accepted to his first choice school. His grades are good. He belongs to some of the school's intramural sports teams. He is active in the drama club and works on the yearbook staff. Lee has many routine things to do every day, and on many days he also had to schedule special tasks or chores to accomplish the long list of things he wanted to do. Like many of us Lee was having trouble balancing his personal and his school life.

Lee is solving his time management problems using the same technique that his parents use. You see Lee thinks he knows everything there is to know about time management. He explains, "My parents are both successful business people and I just manage my time just like they do." It is true. Lee's parents have good jobs, earn a decent wage and seem happy. They spend most of their time at their jobs doing whatever it is that adults do at work. They each have their own computers at home, which they use to do office work in the evenings on holidays and during weekends. They are respected and admired. Perfect role models for time management. Or so it seems. Lee's parents like their parents before and at least a few generations more accomplish time management by doing what comes naturally. If they didn't have enough time to accomplish the required daily tasks, they would stay up late or get up early.

Sleep is not and should not be negotiable, especially for teens. Today we know that teens need more sleep than adults and need to sleep later than adults. We also know that sleep-deprived people do not think as clearly or function as well. In fact they can be dangerous to themselves and others. There is speculation that being deprived of eight hours of sleep impairs judgment and function about the same amount as 3-4 drinks of alcohol. Staying up all night to study for a test will have about the same effect on taking the test as having enough alcohol to make it illegal to drive in all 50 states! How could we possibly believe that sleep was where we would find the time?

Time Management is not using sleep schedules to get extra time!

Question: Discuss the importance of setting priorities.

OR

C. Read the following passage and answer the questions that follow:

(06)

Freshers do not possess the practical skills to start and run organizations; these are important skills to have and they usually come with working with an established organization. Working for a few years also ensures that there is a certain maturity that freshers would acquire.

But there is also a flipside to working in established organizations. Working for them and the comforts that come with a monthly assured paycheck and a set infrastructure mean that many people's dreams get subsumed with the passage of time and the start-up dream remains distant

dream.

Experts opine otherwise. One needs to be sure of what one wants to gather at the workplace.

“Provided the time is spent on acquiring the key skill, networking, acquiring the right mentors and maturing, it is better to spend these two years in acquiring these attributes as opposed to starting up in a rush and then making expensive mistakes on the job in the start up.”, says Harsh Kapur Pillai, an expert in the field.

Satyanarayana, another expert, shares a different view. He believes that to emerge as a mogul, all one needs is a ground-breaking idea and not years of experience. “If one believes that the idea is ground-breaking, one should not wait to gain some industry experience as it is probably the right thing to do right away. In such a scenario, however, one should enrol a few industry veterans as mentors to compensate for the lack of knowledge on the industry’s best practices and processes.”

Geetika Joshi, another industry expert, sums it up as she says, “It does not matter much whether you are a seasoned professional or an amateur. What matters when one takes that big leap towards entrepreneurship is the confidence to make it happen, a ground-breaking idea and some experienced people around you to help you cross the line. With all the right ingredients in place, one would fetch nothing but success.

Questions:

1. Explain the disadvantages of working in a well-established organization.
2. Who according to you will be a better entrepreneur- a seasoned professional or an amateur?
Explain using examples.